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## Georgia Southern University Libraries Bylaws

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# **Georgia Southern University Libraries Bylaws**

**Revised September 2018**

## **Introduction**

In academic year 2010-2011, the Faculty Senate appointed a Task Force to examine current practices and make recommendations on shared governance. The resolutions which resulted charged the colleges with implementing shared governance bylaws. For organizational purposes, the Library is considered a college and thus is required to act according to faculty governance bylaws on matters of faculty concern.

## **Article I ORGANIZATION**

### **Section 1. Georgia Southern University Libraries Organizational Structure**

The Dean of the Georgia Southern Libraries is responsible for overall leadership of all Georgia Southern University Libraries. The Dean is the Libraries' primary representative for external affairs. Reporting to the Dean are the Head of Systems and two Associate Deans, located at Henderson Library and Lane Library respectively

The Dean is responsible for management of library faculty and staff, operations, facilities, collections, and services within Henderson Library. Access Services, Collections and Resource Services, and Research Services Departments at Zach S. Henderson Library report to the Associate Dean of Henderson Library.

The Associate Dean of Lane Library is responsible for management of library faculty and staff, operations, facilities, and services within Lane Library. The Learning Commons, Technical Services Department, Circulation and Interlibrary Loan Department, and the Special Collections Department report to the Associate Dean of Lane Library.

## **Article II PURPOSE**

### **Section 1. Mission Statement**

GS Libraries support Georgia Southern University's mission by providing access to information, collections, and services designed to meet the scholarly needs of the University and its diverse community. The Libraries advance independent lifelong learning, information literacy, intellectual and creative discovery, and student success. We foster a welcoming and innovative learning environment, both physically and virtually, for research, collaboration, and preservation of resources.

## **Article III THE FACULTY**

### **Section 1. Composition**

The faculty of the GS Libraries shall consist of the professors, associate professors, assistant professors, instructors, and lecturers at the Henderson and Lane libraries.

### **Section 2. Faculty Governance**

The GS Libraries affirms its commitment to shared governance as outline in Section 109 of the Georgia Southern University Faculty Handbook.

- A. Membership: The GS Libraries Faculty Committee serves as the shared governance body, and consists of all librarians with faculty status, whether tenure track or non-tenure track, tenured or not tenured, but does not include the Dean and Associate Deans.
- B. Chairs: The Library's elected Faculty Senators shall serve as co-chairs of the Library Faculty Committee.
- C. Purpose:
  - 1) The Faculty Committee will advise the Dean on any issue it thinks appropriate. Final authority, however, rests with the Dean.
  - 2) The Faculty Committee will have the power to amend the bylaws.
    - a. The Bylaws amendment procedure is as follows: Proposals to amend the bylaws shall be submitted to the Library faculty not later than ten days prior to any regularly scheduled faculty meeting or any special meeting called for the purpose of amending. Proposed amendments must be adopted by a two-thirds majority of faculty members present.
    - b. Formation of a Committee: A standing committee can be proposed by any Library faculty member including the Dean, Associate Deans, and department chairs. First, a title must be chosen and its purpose and rationale described. The title, purpose, and rationale must be posted to the faculty ten days prior to the vote. Proposed standing committees must receive a two-thirds majority to be approved.
    - c. Interdepartmental Work Teams are voluntary units intended to enhance communication between departments where responsibilities cross departmental lines. Each has a charge and suggested membership, but are open to all, faculty and staff alike. The Interdepartmental Work Teams are not authorized to make policies, so should a team vote to propose a new or revised policy or procedure, the team is required to submit the motion to the Dean for inclusion on the Library Faculty Committee agenda. The formation of a work team does not require a faculty vote and is outside the purview of these bylaws.

- 3) When time allows, the Faculty Committee will recommend faculty members to the Dean to fill slots on University committees and task forces not described in the Election Procedures (Part II). In the consolidated environment, care must be taken to include faculty from both campuses when making these recommendations. Selected faculty will need to seek permission from their department heads before agreeing to serve.

#### D. Meetings:

- 1). The Libraries faculty typically meet once a month. The meetings schedule is set at the Libraries Faculty Committee meeting at the beginning of the academic year with the Dean and Associate Deans in attendance. Members may attend in person or by videoconference.
- 2). The Dean's administrative assistant will record the minutes and post them to the Libraries' internal listserv and to the institutional repository.
- 3) The Dean and the Faculty Committee co-chairs set the agenda prior to the meeting. Any Library faculty member may request that a topic be put on the agenda by emailing the Dean or the co-chairs.
- 4) Consent agenda items also should be sent to the Dean prior to the meeting.
- 5) Meetings will be conducted according to Robert's Rules of Order.

### **Section 3. Authority and Responsibility**

The GS Libraries shall be organized with a Dean, Associate Deans, Departments, and a faculty. Authority and responsibility lies with the Department Heads, the Associate Deans, and the Dean. The Department Heads, Associate Deans, and Dean shall work with the faculty, to the extent possible, in all aspects of the provision of library services.

In consultation with the Dean, the Associate Deans, and the Department Heads, the responsibilities of the faculty include delivering library services to all constituencies.

### **Section 4. GS Libraries Faculty Elections Procedures**

#### **A. General**

Paragraph 1. The GS Libraries (GSL) shall have an elected committee, the Libraries Elections Committee (LEC), to oversee Senate elections (for Senators and for Senate

Committees) and elections within the GSL.

Paragraph 2. The LEC shall consist of two faculty members, including the faculty representative on the Senate Elections Committee who shall serve as liaison between the LEC and the Senate Elections Committee. The second member of the committee shall be from the library not represented on the Senate Elections Committee, so that there is always a representative from each library on the LEC. The term of office shall be two years, staggered.

Paragraph 3. The GSL elections procedures shall specify the responsibilities of the LEC, including but not limited to establishing, monitoring, and revising GSL elections procedures, identifying offices to be filled (including those to fill unexpired terms), soliciting nominations, promoting voter participation, communicating election-related information to the GSL and the Senate Elections Committee, and acting as liaison between the GSL and the Senate Elections Committee.

Paragraph 4. The GSL shall conduct Senate and Senate committee elections according to the time schedule established by the Senate Elections Committee.

Paragraph 5. The GSL shall vote separately for the member on the LEC in addition to the Senate Elections Committee representative, who is voted on in the regular election. These LEC elections may be held in conjunction with other off-cycle elections, such as the Senate Executive Committee election.

## **B. Pre-Election Procedures**

Paragraph 1. The LEC shall maintain a written description of the GSL elections procedures. The procedures shall document the method of nomination and balloting used in the Libraries, the method of declaring winners, the identity of the group responsible for communicating election results and the method in which results are communicated, and the GSL procedure for filling unexpected vacancies.

Paragraph 2. Prior to the annual Senate election period, the Senate Elections Committee shall distribute the Senate and Senate Committee vacancies to the designated person in each college and the GSL, indicating which positions should be filled in the upcoming elections. The GSL's Senate Elections Committee representative shall be the person designated to receive the form. The LEC shall verify the accuracy and completeness of the information and shall notify the Senate Elections Committee of any corrections that should be made. Senate Executive Committee elections shall be conducted during the runoff cycle. The LEC shall notify GSL faculty of vacant positions, qualifications and expectations for those positions, as well as a list of faculty eligible to run for the positions according to the Senate Bylaws and University Statutes. During the stated nomination period, GSL faculty may nominate themselves or colleagues for particular positions by submitting such nominations as requested by the SEC. Those who agree to run for Senate alternate positions also agree to Senate Executive Committee appointments as part of their responsibilities, and will have a chance to indicate to which committees they prefer appointments. The Senate Executive Committee will make final decisions on those appointments.

Paragraph 3. If a particular vacancy has special voting requirements (e.g., only untenured faculty may vote), a separate vote will be held for that vacancy. Paragraph 4. The Elections Help Desk shall provide a sample ballot, which the LEC must approve before it is issued to all librarians.

Paragraph 4. The LEC shall identify elections other than Senate and Senate Committees which need to be held, and shall notify GSL faculty of vacant positions and qualifications for those positions. GSL faculty may nominate themselves or colleagues for positions by submitting such nominations to the LEC. The committee will coordinate with the SEC to ensure the ballot is accurate before it is issued. Nominees will communicate to the LEC their acceptance of such nominations and willingness to serve before the ballot is shared.

### **C. Election Procedures**

Paragraph 1. The LEC shall actively promote participation during the election period.

Paragraph 2. The Senate and Senate committee elections shall be conducted according to procedures established by the Senate Elections Committee. Votes shall be cast electronically unless otherwise determined by the Senate Elections Committee. All technical problems should be reported to the Elections Help Desk and to the Senate Elections Committee representative for the GSL.

Paragraph 3. If the GSL Senate Elections Committee representative discovers serious technical or other problems, he or she will request that the Senate Elections Committee delay the election process. The Senate Elections Committee will devise a remedy or course of action within 24 hours of the delay request.

Paragraph 4. Special elections will be held as needed. A ballot will be prepared with all confirmed nominees and a space for write-ins along with the office for which nominees are running, for multiple vacancies. In the case of single vacancies, paper ballots may be cast during regular or special faculty meetings. The LEC shall count the ballots and distribute the results of the election to the library faculty and to the Faculty Senate Elections Committee when appropriate.

### **D. Post-Election Procedures**

Paragraph 1. Within two business days after receiving unofficial election results from the Senate Elections Committee, the LEC will certify the results, report any irregularities or errors, and declare for each race either a winner or the need for a run-off election. The winner shall be the nominee receiving the majority of votes cast, except for senate alternate races. If no nominee receives a majority vote in a race, a run-off election will be held between the two nominees receiving the most votes. Senate alternate winners will be the seven nominees receiving the most votes. Senate Executive Committee elections will be conducted during the runoff cycle. Voting in run-off elections will proceed as described above.

Paragraph 2. The LEC will solicit feedback on the election (e.g. determine whether faculty members voted and if not, why not; identify any problems or uncertainties they experienced; solicit suggestions for improvements, etc.)

### **E. Election Reporting Procedures**

Paragraph 1. If not reported by the Senate Elections Committee, the Senate Elections Committee member shall notify faculty of election results and run-offs needed following validation of election results.

### **F. Revisions to Election Procedures**

Paragraph 1. Following the election, the Senate Elections Committee member shall review the election procedures to determine where changes are needed.

Paragraph 2. Revisions to these procedures must be presented at a GSL faculty meeting and must be approved by a majority vote of those faculty present.

### **G. Annual Timetable of Elections Procedures**

Paragraph 1. A general timetable for Senate elections procedures is:

Annual review of elections procedures (revise, if appropriate) - April-November

Identification of Senate and Senate Committees - December

Vacancies Solicitation of nominees - January-February

Election (and run-offs, if necessary) - February-March

Paragraph 2. The timetable will be set by the Senate Elections Committee each year.

## **Section 5. Appointment of Faculty**

Members of the GSL faculty are appointed by the president, with the approval of the Board of Regents, upon the recommendation of the faculty, Dean, and Provost.

## **Section 6. Pre-tenure, Promotion, Tenure, Post Tenure Review, and Annual Review Process**

### Introduction

The Georgia Southern University Libraries are the chief mediators between the community of Georgia Southern University scholars to which it belongs and the corporate conveyors of information. The Libraries serve as conservators of traditional knowledge forms and cultural legacies, and are at the heart of a rapidly evolving system of scholarly communication. Continuing technological advances have changed the delivery systems of information and have added, via the internet, a cyberspace learning environment that transcends geographical borders. In fulfilling the GSL's mission, librarians practice the profession of librarianship as clinical faculty, as distinct from being teaching and research faculty in a school of library science. For this reason, performance expectations emphasize excellence in librarianship, service to the profession and university, and scholarship, in that priority order. As a result, the following guidelines and criteria apply to all GSL faculty to help meet performance expectations.

### Annual, Tenure, Promotion, and Post-Tenure Reviews

Each faculty member (whether tenure-track or non-tenure track, part-time or full time, or post-retirement part-time) is evaluated annually to ensure effective performance and facilitate improvement. Annual evaluations also serve as the basis for recommending merit salary increases and determining continuation of non-tenured, tenure-track faculty and non-tenure-track faculty (excluding full-time, temporary/visiting faculty). Merit salary

increases are commensurate with how successfully faculty members meet the requirements of their roles and tracks.

Special evaluations are made for the following specific decisions:

- pre-tenure review
- tenure
- promotion
- post-tenure review
- sixth-year review for Lecturers

The Tenure Committee will conduct all pre-tenure, tenure, post-tenure, and sixth-year reviews, and the Promotion Review Committee will review promotion candidacies. With the exception of the Dean of Libraries, the Associate Deans, and the department head or supervisor of the candidate under review, the Tenure Committee will be composed of all Library faculty members who have received tenure and the Promotion Review Committee will consist of all associate and full professors. A simple majority of committee members will constitute a quorum. No votes on any personnel action will be taken by either committee unless there is a quorum, and only faculty members in attendance may vote.

The Associate Dean of Lane Library will provide the Tenure Committee with a review of the Lane tenure-track faculty members' yearly progress.

The Tenure Committee and the Promotion Committee will elect a member of the committee to be chair. When Lane faculty join these committees, it is expected that they will have an equal opportunity to chair the committees. A faculty member is not eligible to serve during a year in which he/she is a candidate for post-tenure review. For the specific activities and deadlines associated with post-tenure review, see the Georgia Southern Faculty Handbook, Section 213 and the Board of Regents Policy Manual, (8.3.5.4). Post-tenure Reviews take place at every five year interval from the last promotion and/or post-tenure review.

### Procedures

**Annual Reviews:** Faculty submit a report of their professional activities to their department head or direct supervisor by early January. Department heads/supervisors conduct annual faculty reviews January through March.

**Special Reviews:** Prior to fall semester the Dean of Libraries will set the deadlines for submitting documentation in support of promotion, tenure, pre-tenure, or post-tenure candidacies. The schedule will allow for an adequate time period for the review of documentation prior to the meeting when the tenure and promotion committees will act upon the candidacies. Candidates for promotion must declare themselves in the spring prior to when their applications will be reviewed, in order ensure there is enough time to select external reviewers. Post-tenure materials are submitted in January and pre-tenure materials are due February 1 (see sections 212 and 213 of the Faculty Handbook (<http://academics.georgiasouthern.edu/provost/pdf/handbook.pdf>), and the committee



consideration of those candidacies will be scheduled accordingly. The Dean of Libraries will stipulate the deadline by which committee recommendations must be submitted to the Dean. In cases of promotion or tenure reviews, after full discussion of a candidate each member of the appropriate committee will submit one vote, and the votes will be tallied on a single sheet of paper. Individuals will not be identified according to how they voted. Abstentions are permitted. The tally and written comments constitute the report to the Dean of Libraries. If more than 50 percent of the ballots are in favor of tenure or promotion, a positive recommendation is forwarded to the Dean. Otherwise, the committee will forward a negative recommendation. In the latter event, a candidate has seven days from receiving the written notification of the committee's recommendation to submit a request for reconsideration by the committee. The Dean of Libraries, after also considering input from the candidate's department head/supervisor and the Associate Dean of the unit, will forward a written decision, either positive or negative, to the Provost, and will inform the candidate, in writing, of the decision (see Appendix I). The candidate will have ten days to submit a request for reconsideration of a negative decision to the Dean. In cases of a pre-tenure or post-tenure review, the committee will meet and discuss the faculty member's merits and weaknesses. If it is a pre-tenure review, the committee will then vote on whether the probationary candidate is on schedule to meet tenure requirements, ahead of schedule to meet tenure requirements, or not on schedule to meet tenure requirements. If 50% or more vote that the candidate is not on schedule to meet tenure requirements, the committee will include in its report the area(s) in which it believes the candidate is lacking. If it is a post-tenure review, the committee will vote on whether the candidate's performance since her/his last promotion, tenure, or post-tenure review has met expectations or has not met expectations. If 50% or more of the committee members vote that the candidate has not met expectations, the committee will include in its report the area(s) in which it believes the candidate is lacking. The committee may also vote that the candidate is deserving of special recognition for meritorious achievement, and if the committee so finds the rationale will be included in the committee report. A pre-tenure or post-tenure committee report is given to the candidate's supervisor, who will review the results with the Dean of Libraries before discussing the report with the candidate. Post-tenure reviews are subject to the same appeal process as tenure reviews.

After six years of service, a Lecturer may be reappointed only if the Lecturer has demonstrated "exceptional librarianship and extraordinary value to the institution," which shall be defined as achievement in librarianship, service, and personal, professional growth and development. Additionally, a Lecturer may be considered for promotion to Senior Lecturer after his/her reappointment after six years of service, following the requirements described in Faculty Handbook section 14.0102, and employing the same procedures as described in the previous paragraph for post-tenure reviews.

### Timetable

The timetable for promotion and tenure evaluation, as described in sections 208 and 209 of the Faculty Handbook (<http://academics.georgiasouthern.edu/provost/pdf/handbook.pdf>), will be followed. The timetable for post-tenure reviews shall also conform to the Faculty Handbook, section 213, in which the Board of Regents policy states that each tenured faculty member is to be reviewed five years after the most recent promotion or personnel action, as defined below, and at five-year intervals unless interrupted by a promotion, a written declaration to retire within five years (submitted to the appropriate Dean), or a leave of absence. Section 212 of the Faculty Handbook stipulates a pre-tenure review will

take place in a tenure-track faculty member's third year, but Georgia Southern University Libraries will conduct a full pre-tenure review in all six probationary years (see Appendices II and III). Additionally, Section 214 of the Faculty Handbook outlines the requirements for non-tenure appointments (e.g. lecturers and senior lecturers). Evaluation and promotion guidelines for non-tenure track appointments are also described in this section.

### Criteria for Evaluation

Faculty undergoing tenure or post-tenure review must demonstrate effective performance in Category A below, and substantial achievement in Categories B and/or C. Candidates for promotion who are already tenured must demonstrate that since the last increase in rank they have achieved an effective performance record in Category A and accomplishments in Categories B and/or C commensurate with the rank being sought. Appendix IV contains a description of the documentation that must be provided for pre-tenure, post-tenure, promotion, and tenure reviews.

Non-tenure track library faculty, usually appointed to the rank of Lecturer, will undergo annual reviews at the same time as other annual faculty reviews are conducted. Lecturers must demonstrate achievement in librarianship and in at least one of the following areas: (1) service; (2) personal, professional growth and development.

Concerning general professional and scholarly qualifications, and the rank of the Library faculty, Georgia Southern University Libraries have consulted but have not adopted the entire language used in A Guideline for the Appointment, Promotion and Tenure of Academic Librarians published by the Association of College and Research Libraries (ACRL) (see <http://www.ala.org/ala/mgrps/divs/acrl/standards/promotiontenure.cfm>). This statement defines the criteria for review of librarians in American institutions of higher education, and is designed so as to be adaptable to the rules and guidelines established by individual colleges or university systems:

**A. Contributions to the educational function of the University.** In this category, librarians will be evaluated on their areas of professional responsibility within the Library. This corresponds to the area defined as Teaching in the University System of Georgia guidelines for tenure and promotion. Teaching is the most fundamental description of the work done by faculty in their daily job responsibilities (see Appendix V).

**B. Research, scholarly, and creative activities.** In this category are activities that serve to create or disseminate knowledge, entertainment, or aesthetic and cultural enrichment.

**C. Service:** In this category are activities undertaken for the benefit of the Libraries, the university, the community, and the library profession through professional organizations at the national, regional, state, or local level.

Examples of activities which may be included in Categories A, B, and C are listed in Appendices VI-VIII.

Appendix IX, "Research, Scholarship, and Professional Development Service Activities for Tenure and/or Promotion" provides a measure of the library faculty's consideration of the value of various activities by candidates for promotion or tenure. These are listed in order of rank, 3 as highest and 1 as lowest. Candidates should strive to complete relatively high-ranking activities.

### External Peer Review Guidelines

Each tenured or tenure-track faculty member undergoing either a promotion or tenure review shall submit to his/her immediate supervisor the names and contact information of at least three qualified individuals not directly involved in the faculty member's work (i.e., have not been involved as a mentor or close collaborator) who can objectively review the faculty member's portfolio. External reviewers should be librarians not affiliated with any Georgia Southern campus. The individuals should be experts in the faculty member's field and hold an academic appointment at an institution at least similar to Georgia Southern with rank at or above the rank to which the candidate is aspiring. The Dean of Libraries shall solicit letters from two of the individuals that address the quality of work performed and readiness of the candidate for promotion and/or tenure. In addition to submitting names for individuals who may be contacted for external review, the faculty member may submit up to three names (and contact information) of individuals who may NOT be contacted by anyone involved in the tenure and/or promotion review. The Dean may also solicit up to two additional letters from any individual not on the forbidden list that he or she may think has the background commensurate with carefully evaluating the candidate's portfolio and contributions to the profession.

The documentation from the external reviewer should be in the Dean's office two weeks prior to the Promotion or Tenure Committee deliberation. The Tenure or Promotion Committee will use the documentation from the external reviewer as part of the deliberation. Regardless of whether or not any external review documentation is received, the Promotion or Tenure Committee deliberations will proceed as scheduled.

This information must be provided for each reviewer:

- Name
- Title/Rank
- Address
- Phone Number
- Fax Number
- E-mail Address
- Brief statement of their qualifications

### Amendments to Promotion and Tenure Policies

Faculty members hired into the tenure-track shall be responsible within their probationary period for meeting the Library promotion and tenure criteria in effect at the time their employment begins. For all subsequent promotions, faculty members shall be responsible for meeting the Library promotion criteria in effect at the time of their application for promotion. Then-existing procedural provisions regarding the composition and responsibilities of Library personnel review committees for promotion and/or tenure and required application materials shall apply to all faculty at the time of their application for promotion and/or tenure.

## Appendices

### [Library Faculty Personnel Policies - Appendix I](#) - PROTOCOLS FOR REPORTING PRE-TENURE, TENURE, PROMOTION, AND POST-TENURE DECISIONS TO THE DEAN OF THE LIBRARY

Cautionary Note: The person who will act as the recorder at the meeting should be elected or volunteer to perform this service BEFORE proceedings begin. This person will also sign the official letter/s that the Dean sends on to the Provost.

Sample reports: Templates may be found in "Library faculty review memo templates for Appendix I.docx" in the R: drive in the "Faculty Personnel Policies Templates" folder in the "Common" folder. [\[1\]](#) Templates

Always state the date and time of the meeting. Include a list of those in attendance. Always mention the number of eligible faculty attending and the number that are absent.

Paper Ballots: Be sure to keep them separate if more than one candidate has submitted a portfolio. Conduct a recount to verify the final vote taken in the meeting regarding each person up for consideration. Gather the paper ballots for each candidate, carefully separate them, and identify them by candidate name. Do include them all in one sealed envelope that goes to the Library Dean.

Distribution of Memorandum/a: A draft or drafts should be sent by e-mail to each committee member for input. Please be considerate and respond in a timely manner to allow the recorder to make necessary changes or additions before submitting final copies to the Dean.

Distribution of Final Copy or Copies: Electronic and paper copy should be sent to the Dean for each candidate under review. Both formats should also be sent to each person's immediate supervisor as well.

The Dean would like notification of the decisions within two days of the T and P meeting for himself as well as the supervisors involved.

[Library Faculty Personnel Policies - Appendix II](#) - FACULTY MEMBER POST-TENURE  
EVALUATION TARGET DATES

**Faculty Member Post-Tenure Evaluation Target Dates**

**Georgia Southern University Libraries**

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**Faculty Member:**

Rank:

Last Review Apart from Annual Review:

Next Post-Tenure Review\*:

Elective Promotion Review Eligibility:

\* Subject to change if the faculty member elects to apply for promotion before the scheduled post-tenure review takes place.

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

***(To Be Signed and Placed in Personnel File)***

[Library Faculty Personnel Policies - Appendix III](#) - FACULTY MEMBER PRE-TENURE  
EVALUATION TARGET DATES

**Faculty Member Pre-Tenure Evaluation Target Dates**

**Georgia Southern University Libraries**

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**Faculty Member:**

Rank:

Last Review Apart from Annual Review:

Next Pre-Tenure Review\*:

Elective Promotion Review Eligibility:

\* Subject to change if the faculty member elects to apply for promotion before the scheduled post-tenure review takes place.

_____	_____	_____
Faculty Member	Date	
_____	_____	_____
Department Head	Date	
_____	_____	_____
Dean	Date	

***(To Be Signed and Placed in Personnel File)***

Library Faculty Personnel Policies - Appendix IV - CONTENTS OF FACULTY PORTFOLIOS

The portfolio submitted by the candidate should follow the outline below:

- A. Brief letter stating the purpose of the portfolio's submission, e.g., to apply for promotion to the rank of Professor.
- B. Explanation/Table of Contents of Portfolio contents
- C. Job Description
- D. Vita
- E. Narrative (6 pages maximum) which describes what the faculty member has done to fulfill his/her responsibilities, the faculty member's accomplishments, and the reasons why the faculty member believes he/she has met the relevant performance requirements in the areas of job responsibilities, scholarship, and service.
- F. Annual Reviews.
- G. Self-evaluations & Annual Goals.
- H. Documentation of contributions to the educational function of the University, scholarship, service, and professional development activities. Examples include initiatives and accomplishments related to principal job responsibilities, completion of special projects and assignments, copies of publications, programs of presentations, descriptions of service in committee assignments. It is recommended that applicants be selective about which activities they include documentation for. For example, activities which are substantially a product of their work role gain them little in the eyes of the Pro and Ten Committee membership.
- I. Optional: Letters of support from supervisor, colleagues that work with the candidate, library patrons, colleagues from other institutions.

[Library Faculty Personnel Policies - Appendix V](#) - FACULTY ANNUAL REVIEW AND WORKLOAD ASSIGNMENT PROCESS

**Step One:** Faculty members and department heads discuss goals and objectives for the upcoming year. Goals should be congruent with the mission and goals for the department, library, and university. Goals, objectives, and workload assignments should facilitate promotion and tenure expectations. *Time frame: No later than April 15.*

**Step Two:** Department heads submit the proposed workload for each faculty member for upcoming academic year (fall and spring semesters) to the Dean for approval. *Time frame: No later than April 30.*

**Step Three:** The Dean discusses faculty workload proposals with department heads and makes final approval and revisions as appropriate. *Time frame: No later than May 15.*

**Step Four:** Faculty members and department heads discuss and review revisions regarding workload assignments due to revised responsibilities, workloads, and /or goals (e.g., acting administrative positions, revised service assignments, etc.). *Time frame: May 16 – 30.*

**Step Five:** Written summary of faculty performance activities submitted to department heads for annual review. Time period of review is January 1 - December 31. *Time frame: No later than January 31.*

**Step Six:** Annual review meeting between faculty members and department heads followed by annual performance letter submitted to each faculty member. Faculty will be reviewed in the areas of job performance, scholarship, and service; and each review will contain a section on the department head's assessment of the faculty member's progression toward promotion and tenure. *Time frame: No later than March 31.*



[Library Faculty Personnel Policies - Appendix VI](#) - CONTRIBUTIONS TO THE EDUCATIONAL FUNCTION OF THE UNIVERSITY: EXAMPLES OF ACTIVITIES

Activities may include (but are not limited to):

- selecting and acquiring informational resources (collection development, departmental liaison activity)
- describing resources so that they can be located and retrieved (bibliographic organization, control, and maintenance)
- helping library users to obtain resources (circulation and interlibrary loan)
- training and assisting people to use library resources (reference and research services, bibliographic instruction, teaching)
- acquiring and maintaining information technology (technical support and programming)
- coordination and management of services (administration and supervision)
- authoring of library orientation and instructional materials
- completion of significant professional development activities
- outreach to other university departments in the form of classes, one-on-one instruction, seminars, and campus-wide conferences increasing the candidate's own knowledge or skills, such as degree programs, course work, or workshops and conferences attended
- collaborate with faculty in researching and facilitating grants

## [Library Faculty Personnel Policies - Appendix VII](#) - RESEARCH, SCHOLARLY, AND CREATIVE ACTIVITIES: EXAMPLES OF ACTIVITIES

Activities may include (but are not limited to):

- research projects
- grant proposals
- publications (e.g., books, chapters in books, periodical articles, reviews, in-house publications such as guides to library resources, or web-based publications)
- creation of reference tools or other informational resources, whether in print or in electronic form
- presentations
- workshops conducted
- exhibits
- performances
- work toward additional educational degrees
- courses taken
- workshops or professional conferences attended
- editorships

Scholarship, as classified by Ernest Boyer in his book **Scholarship Reconsidered: Priorities of the Professoriate** and expanded upon by others, may consist of discovery, integration, application, artistic creativity, or pedagogy. To be of lasting benefit to society, scholarship must be communicated to others. The kinds of scholarship summarized below are particularly appropriate to the field of academic librarianship:

**The Scholarship of Pedagogy** develops and communicates understanding and skills to individuals, develops and refines new teaching methods, and fosters lifelong learning behavior. Through classroom and reference service instruction, librarians teach the ability to find, assess and use information resources effectively, regardless of information format or medium. Such scholarship should be evaluated for depth and duration of understanding, lifelong benefits to past and present learners, and benefits to broader communities.

**The Scholarship of Discovery** generates and communicates new knowledge and understanding, and develops and refines new methods. Librarians apply a wide range of quantitative and qualitative research methodologies to discover new means of managing library services and functions effectively, to analyze how people seek and use information, to construct models for organizing bodies of data and information, and to design methods for precise and efficient information retrieval. Such scholarship should be evaluated for originality, scope, significance, and applicability and benefits to education.

**The Scholarship of Integration** synthesizes and communicates a new or different understanding of information and its relevance. Academic librarians draw upon a wide range of work from other disciplines in order to develop new knowledge that informs and transforms library work. Such scholarship is evaluated for originality and usefulness in advancing our understanding, and for the application of new insights.

**The Scholarship of Application** develops and communicates new technologies and applications, fosters inquisitiveness, and builds and refines new methods. Librarians apply the theory and knowledge gained through discovery, integration, and pedagogical experimentation to the challenges of meeting the research and learning needs of the academic community. Such scholarship is evaluated for breadth, value, and persistence of usefulness and impact.

[Library Faculty Personnel Policies - Appendix VIII](#) - SERVICE: EXAMPLES OF ACTIVITIES Activities may include (but are not limited to):

- editorships
- advising or consulting with other libraries, academic or scholarly institutions, community groups or organizations
- offices held
- service on committees or boards
- courses taught outside the library, such as “Introduction to College Life” (FYE 1220)
- promotional or recruiting activities
- mentoring of fellow professionals
- participation in professional organizations
- establishing or assisting new programs or activities beyond normal expectations of a person’s position
- organization or planning of workshops or conferences
- journal peer reviewer

## Library Faculty Personnel Policies - Appendix IX - RESEARCH, SCHOLARSHIP, AND PROFESSIONAL DEVELOPMENT AND SERVICE ACTIVITIES FOR TENURE AND/OR PROMOTION

The table below lists representative activities for promotion and tenure and have been assigned a weight based on the average calculated from library faculty response. The values are only meant as general guidelines for faculty who are planning their future work schedules and need to set priorities. A faculty member who needs to decide how best to use his/her time may want to take into consideration that one possible activity would be given a great deal of weight by most members of the Promotion and Tenure Committee, while another activity will not “count” so heavily in the faculty member’s favor. There may be reasons why a faculty member would decide to engage anyway in a professional development or scholarly activity that will not be highly valued by committee members, but the appendix below enables the faculty member to make such a decision with full knowledge of the possible implications. The values should not be rigidly applied as if they are a rubric score. In addition, differences in values of less than 0.5 should not be considered significant. This appendix was last updated in August of 2018, and should be updated and revised periodically, every five years. All library faculty are encouraged to participate in the review of the activities, making suggestions regarding additions and deletions to the list of activities.

### **SCHOLARLY AND CREATIVE ACTIVITIES**

- 4.8 Publishing a research article in a refereed journal (librarianship or related field)
- 4.8 Authoring a book in the field of librarianship
- 4.6 Editing a book in the field of librarianship
- 4.6 Successfully applying for a major (more than \$20,000) grant
- 4.4 Writing a chapter in an edited book in the field of librarianship
- 4.4 Presenting at a national library conference
- 4.3 Creating computer applications to support library operations
- 4.2 Sharing created computer applications with other libraries & providing support for installation and use
- 4.1 Presenting at an international library conference
- 4.1 Presenting at a regional library conference
- 4.1 Successfully applying for a small (less than \$20,000) grant
- 4.0 Modifying/customizing open source computer applications so they fit our specific needs.
- 4.0 Creating an online teaching module.
- 3.9 Presenting at a state library conference
- 3.9 Authoring a scholarly book not in the field of librarianship
- 3.9 Regular columnist for a professional publication/blog
- 3.8 Editing a scholarly book not in the field of librarianship
- 3.8 Publishing a scholarly article in a refereed journal, other than in librarianship or related field
- 3.6 Publishing a scholarly article in an unrefereed journal (librarianship or related field)
- 3.4 Writing a chapter for a scholarly edited book not in the field of librarianship
- 3.2 Unsuccessfully applying for a grant
- 3.2 Being listed as an author on a paper not in librarianship because you assisted with the research
- 3.1 Contributing a 2 page+ news, feature, or other non-scholarly article in a professional publication
- 3.1 Publishing a book review of medium length (500 words or longer) in a professional publication.
- 3.0 Presenting at a conference not related to librarianship
- 2.9 Publishing a blog entry on a professional topic at an edited site
- 2.9 Creating an exhibit to be displayed in the library
- 2.8 Contributing a short (less than two pages) non-scholarly article in a professional publication
- 2.8 Publishing a short book review (fewer than 500 words) in a professional publication.
- 2.8 Publishing a scholarly article in an unrefereed journal, other than in librarianship or related field

## **PROFESSIONAL DEVELOPMENT AND SERVICE**

- 4.7 Holding a major office in SELA
- 4.6 Holding a major office in ALA
- 4.5 Holding a major office in GLA
- 4.4 Chairing an American Library Association (ALA) division, committee, or roundtable
- 4.4 Chairing a GIL or GALILEO Committee
- 4.4 Editorship of journal in librarianship or related field
- 4.3 Chairing a division or section of SELA
- 4.3 Chairing a division of GLA
- 4.2 Holding an office other than chair of an ALA division, committee, or roundtable
- 4.1 Chairing a Southeastern Library Association Committee or Roundtable
- 4.1 Chairing a Georgia Southern committee
- 4.1 Serving on the editorial board of a journal in librarianship or related field
- 4.1 Chairing a Georgia Library Association committee, interest group, or roundtable
- 4.0 Holding a major office in a library-related professional organization
- 3.9 Earning a doctorate
- 3.9 Editing a professional newsletter
- 3.9 Serving on the Faculty Senate Executive Committee
- 3.8 Holding an office other than chair of a division or section of SELA
- 3.8 Winning an award for outstanding service
- 3.8 Serving on an ALA division committee or roundtable
- 3.7 Holding an office other than chair in an SELA committee or roundtable
- 3.6 Serving on the Faculty Senate
- 3.6 Chairing a conference planning committee
- 3.5 Holding an office other than chair of a GLA committee, interest group, or roundtable
- 3.5 Serving as a webmaster
- 3.5 Serving on a GIL or GALILEO Committee
- 3.5 Earning a second master's degree
- 3.5 Holding an office other than chair in a division of GLA
- 3.4 Managing or editing a weblog
- 3.4 Indexing a conference proceedings or a comparable document
- 3.4 Teaching the First Year Experience (FYE) Course
- 3.4 Serving in a community organization where a library background applies, e.g., a literacy association
- 3.4 Arranging for a traveling exhibit or a speaker to come to campus
- 3.3 Moderating a listserv
- 3.3 Chairing a GS Libraries committee
- 3.2 Chairing a GS Libraries Interdepartmental Work Team
- 3.2 Authoring a resolution for a professional association
- 3.2 Serving on a Georgia Southern committee
- 3.1 Attending a national library conference
- 3.1 Recording or reporting for a conference proceedings
- 3.1 Consulting with other libraries (unpaid)
- 2.9 Attending a regional library conference
- 2.9 Advising a student organization
- 2.8 Participating in a Faculty Learning Community
- 2.8 Attending a state library conference
- 2.8 Taking a course/workshop that is related to library responsibilities
- 2.8 Teaching a credit course in another field other than FYE or library science.
- 2.7 Consulting with other libraries (paid)
- 2.7 Promoting the library or a professional organization through social media, Youtube, etc.
- 2.6 Chairing the Libraries' Day for Southern or Charitable Contributions drive
- 2.6 Serving on a GS Libraries committee
- 1.8 Taking a course/workshop that is not library related

Library Faculty Personnel Policies - Appendix X – EXTERNAL EVALUATORS

- A. Does the potential external evaluator know the candidate personally? If so, how long and in what capacity? The Dean of Libraries and the candidate's department head must consider whether the potential external evaluator is likely to be impartial.
- B. The evaluator should be asked to provide an objective assessment of the candidate's accomplishments as a scholar and an opinion as to whether the degree of accomplishment is appropriate for the level of [associate/full professor] at a doctoral research university with high standards of achievement expected of its faculty.
- C. The evaluator should be asked to comment on the candidate's contributions to professional practice and service in [his/her] discipline. What is the significance of the work produced and its impact on the field?
- D. The evaluator's comments will become part of the candidate's dossier and will be made available to those faculty in the academic unit as well as university administrators who are involved in the promotion and tenure review process. The evaluator should be made aware in advance that the Board of Regents of the University System of Georgia considers external letters of evaluation to be exempt from the Georgia Open Records Law pursuant to O.C.G.A.50-18-72(a)(7), which exempts "[r]ecords consisting of confidential evaluations submitted to ... a governmental agency and prepared in connection with the appointment... of a public employee." In accordance with this understanding, Georgia Southern University will keep the external evaluator's submission confidential to the fullest extent permitted by law. However, this issue has yet to be adjudicated.